



MARYLAND DEPARTMENT OF JUVENILE SERVICES

POLICY & PROCEDURE

SUBJECT: Victim Rights Policy
NUMBER: MGMT-04-07 (Management)
APPLICABLE TO: All DJS Employees
EFFECTIVE DATE: December 11, 2007

Approved: "/s/signature on original copy"
Donald W. DeVore, Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) employees shall act in accordance with Federal and State law and this Policy and Procedure to provide notification and assistance to each victim of a juvenile offense as well as the victim's family members upon receiving an official request. Each victim or a victim's representative shall be notified of all reportable events that occur related to the case.
2. **AUTHORITY.**
 - a. Criminal Procedure Article, Title 11.
 - b. Courts and Judicial Proceedings, Subtitle 3-8A-01, et seq.
 - c. Constitution of Maryland, Declaration of Rights Article 47.
3. **DEFINITIONS.**
 - a. *Child Respondent* means a person who, in a petition filed in juvenile court, is alleged to have committed a delinquent act or has been found to have committed a delinquent act.
 - b. *Crime Victim Notification Request and Demand for Rights Form (CVNF)* means a document generated by the State's Attorney's Office to be completed by a victim and returned to the State's Attorney's Office which allows the victim or victim's representative to be notified of all hearings and events related to the victim's case.
 - c. *Director of Victim Services* means a DJS employee whose responsibilities include assisting victims and victim's representatives and working with DJS employees to ensure that victims are informed, rights are protected, restitution is collected, and employees are trained.
 - d. *Notification to Victim of Receipt of CVNF* means a document informing the victim or victim's representative that DJS has received the CVNF.
 - e. *Notification to Victim of Respondent's Change in Status Form (NVRC)* means a document containing information regarding significant supervision events about which the victim or the victim's representative are entitled to be notified.
 - f. *Victim* means a person who suffers direct or threatened physical, emotional or financial harm as a result of a crime.
 - g. *Victim Awareness Education Program (VAEP)* means a comprehensive curriculum developed by DJS used to heighten awareness in youth regarding victim impact and empathy. The program includes educational efforts to assist

- offenders in understanding the harm they have caused.
- h. *Victim Impact Speaker* means a victim of a crime who has been screened and approved by the facilitator to speak to youth in the VAEP about the crimes committed against victims and the resulting impact.
 - i. *Victim Impact Statement* means a document that is completed by the victim or victim's representative if:
 - (1) the child respondent caused physical, psychological, or economic injury to the victim in committing a delinquent act that would be a felony if committed by an adult; or
 - (2) the child respondent caused serious physical injury or death to the victim in committing a misdemeanor; and
 - (3) identifies the victim;
 - (4) itemizes any economic loss suffered by the victim;
 - (5) identifies any physical injury suffered by the victim and describes the seriousness and any permanent effects of the injury;
 - (6) describes any change in the victim's personal welfare or familial relationships;
 - (7) identifies any request for psychological services initiated by the victim or the victim's family;
 - (8) identifies any request by the victim to prohibit the defendant or child respondent from having contact with the victim as a condition of probation, parole, mandatory supervision, work release, or any other judicial or administrative release of the defendant or child respondent; and
 - (9) contains any other information related to the impact on the victim or the victim's family that the court requires.
 - j. *Victim Notification* means the legal entitlement of a victim or victim's representative to receive notice of certain events regarding a youth's confinement, release and supervision.
 - k. *Victim Notification Liaison* means a DJS employee who is assigned by the Area Director, Regional Director or designee to notify a victim or victim's representative of a youth's status change.
 - l. *Victim Notification Log* means a log maintained for the purpose of documenting a change in a youth's status.
 - m. *Victim's Representative* means an individual including a family member or guardian of a victim who is:
 - (1) a minor;
 - (2) deceased; or
 - (3) disabled.

4. PROCEDURE.

a. General Procedures.

- (1) DJS shall provide victims of juvenile offenses and victim's representatives with the assistance necessary to support and aid them through the juvenile services process.

- (2) DJS shall treat victims of juvenile offenses and victim's representatives with dignity, respect and sensitivity during all phases of the juvenile services process.
- (3) The Office of Community Affairs shall:
 - (i) Maintain an employee position dedicated to providing assistance to victims and victim's representatives, and coordinate with DJS employees to ensure that victims are notified of their rights;
 - (ii) Develop, implement and monitor DJS' statewide notification systems and provide information to victims and victim's representatives; and
 - (iii) Function as the single point of contact for issues related to victims' rights and services.
- (4) A DJS Case Management Specialist (CMS) or Intake Officer as appropriate shall notify each victim or victim's representative in a case whenever:
 - (i) A police report is received at intake;
 - (ii) The Court has ordered restitution; or
 - (iii) An intake decision is rendered.
- (5) Upon receiving a ***Crime Victim Notification Request and Demand for Rights Form (CVNF) (Appendix 1)*** from the Clerk of Juvenile Court or the State's Attorney's Office or any other written requests from a victim or victim's representative, the CMS or Intake Officer assigned to the case shall forward it to the Victim Notification Liaison within 48 hours.
- (6) The security of the victim and victim's representative information shall be protected:
 - (i) Employees shall not share information contained in a **CVNF** unless the information is being shared for business purposes only with a DJS employee, the State's Attorney's Office, the Clerk of Juvenile Court or the State's Central Collection Unit;
 - (ii) Employees shall not disclose to a child respondent the address or telephone number of a witness, victim, victims representative, or person who receives notice for the victim and shall take all reasonable precautions to prevent a youth from seeing a **CVNF**. Precautions shall include:
 - (a) Viewing the **CVNF** only when a youth cannot see the request; and
 - (b) Not discussing the **CVNF** with a youth or when a youth might overhear the discussion.
- (7) The CMS assigned to the case or the Intake Officer as appropriate shall

inform the State's Attorney's Office of a change in a youth's status related to a CVNF.

b. Responsibilities of the Area or Regional Director. The Area or Regional Director shall:

- (1) Develop a notification process that ensures notification to a victim or victim's representative of a change in a youth's status when the victim has requested notification through the State's Attorney's Office by completing the CVNF or any other written requests and when the change in status is not being handled through a court hearing.
- (2) Appoint a Victim Notification Liaison to oversee the Victim Notification process.
- (3) Notify the Clerk of Juvenile Court and the State's Attorney's Office of the name and contact information of the Area or Regional Victim Notification Liaison.
- (4) Establish and maintain a VAEP, which provides a forum for Victim Impact Speakers.

c. Responsibilities of the Intake Officer or CMS. The Intake Officer or CMS shall:

- (1) Upon receiving a police report or complaint identifying a victim, give or mail to the victim a *Complaint Notification Letter (Appendix 2)* and the *Victim Impact Statement (Appendix 3)*.
- (2) Give or mail the "Crime Victims and Witnesses: Your Rights and Services" brochure to the victim or victim's representative.
- (3) Determine and verify with the State's Attorney's Office or the Clerk of Juvenile Court the name of the victim's representative if the victim is a minor child, deceased or disabled.
- (4) Ensure when interacting with a victim, the victim's concerns are addressed in a professional, knowledgeable and sensitive manner.
- (5) Document in the youth's case record each contact made to a victim or the victim's representative and the victim's or victim's representative's response.
- (6) Include copies of the **Victim Impact Statement** in the youth's case record and in the Pre-Disposition Investigation (PDI).
- (7) Consider referring to the VAEP, first time offenders of delinquent acts and

other youth who may benefit from the VAEP.

- (8) Enter each youth's completion of the VAEP in ASSIST within five days after the youth's completion of the VAEP.
- (9) Forward a completed copy of the *Victim Notification Data Sheet (Appendix 4)* and the **CVNF** to the facility where a youth is committed.
- (10) Forward a completed copy of the *Notification to Victim of Respondent's Change in Status Form (NVRC) (Appendix 5)* to the Area or Regional Victim Notification Liaison within:
 - (i) Twenty-four hours of a youth's change in status; and
 - (ii) Four hours of a youth's escape from a facility.

d. Responsibilities of the Victim Notification Liaison. The Victim Notification Liaison shall:

- (1) Flag a case in ASSIST as an ALERT upon receipt of the **CVNF** and include the contact information of the victim or the victim's representative. Forward a copy the **CVNF** to the Director of Victim Services.
- (2) Verify receipt of the **CVNF** by mailing a *Notification to Victim of Receipt of CVNF (Appendix 6)* to the victim or victim's representative who completed the **CVNF**.
- (3) Document on the *Victim Notification Log (Appendix 7)* the status change, the date, time and name of the person reporting the status change, and the youth's current status.
- (4) Verbally notify the victim or victim's representative within four hours after receiving notification if a youth escapes from a facility; and follow-up within 24 hours by mailing the **NVRC**.
- (5) Document notification to the victim or victim's representative in the **Victim Notification Log** and forward a copy of the log on a monthly basis to the Director of Victim Services.

e. Responsibilities of Residential Services. Facility Case Management Specialist or employee designated by the Facility Administrator shall:

- (1) Maintain a copy of the **Victim Notification Data Sheet** and **CVNF** in the youth's case file.
- (2) Verbally notify the Office of Investigations and Audits (OIA) Administrator and the Victim Notification Liaison within one hour of the reporting of a youth's escape from a facility.

- (3) Notify a Victim Notification Liaison no later than ten days prior or as soon as it is known, that a youth is being released from a facility.

f. Responsibilities of the Director of Victim Services. The Director of Victim Services shall:

- (1) Upon request, provide assistance for victims or victim's representatives of youth offenses, regarding victim's rights relative to DJS, as well as to provide information regarding appropriate interventions if an offender is harassing, threatening or endangering a victim.
- (2) Assist victims or victim's representatives with the enforcement of court orders for restitution and inform victims and victim's representatives of their right to initiate civil action regarding delinquent restitution accounts.
- (3) Represent DJS on issues of victim services.
- (4) Stay abreast of Federal and State laws regarding victim related issues.
- (5) Participate in victim services networks and coalitions and act as a resource to any State or national training program(s) to develop an integrated community system of victim assistance.
- (6) Receive training pertaining to victim's rights, issues pertaining to victim sensitivity and restitution.
- (7) Develop and provide brochures for distribution to victims for all DJS offices.
- (8) Provide entry-level training to all new DJS CMS and Intake Officers pertaining to victim's rights.
- (9) Conduct presentations pertaining to victim related issues for victim advocacy groups, schools and other community groups as requested.
- (10) Maintain copies of **CVNF** and **Victim Notification Logs**.
- (11) Maintain documentation of all victims or victim's representatives that request assistance.

5. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded – **None.**
- b. Directives/Policies Referenced – **05.16.11 (Restitution Collection Policy)**

6. LOCAL IMPLEMENTING PROCEDURES REQUIRED. Yes.

7. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices - 7

1. Crime Victim Notification Request and Demand for Rights Form (CVNF)
2. Complaint Notification Letter
3. Victim Impact Statement
4. Victim Notification Data Sheet
5. Notification to Victim of Respondent's Change in Status (NVRC)
6. Notification to Victim of Receipt of CVNF
7. Victim Notification Log

**Attention Victims: Please review the instructions for the attached
Crime Victim Notification Request and Demand for Rights Form
This is Your Most Important Link to Information and Rights**

INSTRUCTIONS FOR COMPLETING THE FORM

1. Completing the attached form and returning it to the State's Attorney's Office allows you to be notified of all hearings and events related to your case. Once you return this form, you will be informed about the defendant/juvenile throughout the trial, sentencing, appeal, incarceration, supervision, and post trial release process, should they occur. **Release notice may not include notice of pre-trial release.** You are also requesting all the rights that you may have as a victim of crime. To receive personal assistance in exercising your rights, contact the State's Attorney's Office related to your case. Please read the instructions below before completing this form.
2. If you wish to receive notice so that you can exercise your LEGAL RIGHTS as a crime victim, please sign this form and return the white, yellow, pink, green and blue copies to the State's Attorney's Office that is handling your case. *Keep the goldenrod copy for your future reference.*
3. You are urged to complete this form immediately to ensure that your rights are upheld. If you do not sign and return the form now, you may still request and receive information about your court case from the State's Attorney's Office handling your case at a later date; however, it is strongly recommended that you promptly forward the completed form to the State's Attorney's Office.
4. Whether or not you sign and return the form, you may be needed as a witness in the case and therefore, you may be contacted by the State's Attorney's Office. At this time, you may also be required to appear and testify in court. Even if you designate a person or organization to receive notices concerning your court case, the State's Attorney's Office handling your case may contact you directly.
5. **If you change your address or phone number, you must tell the State's Attorney's Office,** or they will have no way of notifying you. **In cases where the offender has been convicted and is either incarcerated, on probation or parole or has appealed his conviction, you must also notify the commitment facility, Division of Parole and Probation or the Office of the Attorney General of any change of address or telephone number.**
6. If, at any time, you wish to stop being notified about your case, or no longer want to exercise your rights as a victim, you must put your request in writing and send it to the State's Attorney, or to the facility specified in the commitment order if the defendant/juvenile has been incarcerated.
7. **REMEMBER:** If you have designated another person and/or organization to receive any notices for your case, *it is your responsibility to keep in touch with your contact person or organization.* If your representative moves, or otherwise becomes unavailable, or if you move without notifying your representative, it is possible that you may not receive notification of the events to which you are entitled under law.

CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM

Form must be completed for each defendant and/or juvenile.

In the Circuit/Juvenile Court for

County/City (Circle one)

Court Case No.

Case Tracking No. (If known)

Inmate No. (If known)

State v.

Date of Birth

____/____/____

CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM (PLEASE BEAR DOWN FIRMLY AND PRINT OR TYPE ALL INFORMATION)

Victim's Name:

Ms. / Miss / Mrs. / Mr. (Circle one)

If a minor, Date of Birth

____/____/____

If Victim is a Minor, Deceased, or Disabled,
give Victim Representative's Name:

Ms. / Miss / Mrs. / Mr. (Circle one)

Relationship

I REQUEST NOTICE OF ALL EVENTS RELATED TO THIS CASE AND TO THE DEFENDANT/JUVENILE, AS
ALLOWED BY LAW, AND DEMAND ALL THE RIGHTS TO WHICH VICTIMS OF CRIME ARE ENTITLED.

I UNDERSTAND THAT IF I DO NOT COMPLETE THIS FORM AND RETURN IT TO THE STATE'S
ATTORNEY'S OFFICE THAT I MAY NOT BENEFIT FROM MY RIGHTS AS A VICTIM.

Signature of Victim or Victim's Representative

Date

Please refer to the instruction page attached to the front of this form for specific instructions and information.

PLEASE PROVIDE AN ADDRESS AND PHONE NUMBERS TO RECEIVE ALL NOTICES.
THIS FORM WILL BECOME PART OF THE PUBLIC RECORD IN THIS CASE. IF YOU DO NOT WANT YOUR ADDRESS AND
PHONE NUMBER IN THE RECORD, PROVIDE AN ALTERNATE VICTIM CONTACT NAME, ADDRESS AND PHONE NUMBER

Victim/Victim's Representative:

Address

City

State

Zip

Phone (Day)

Phone (Evening)

Cell Phone

Email

**If another person or organization has agreed to receive and forward notices to you AND you
agree to maintain contact with the Alternate, complete the following information**

Name of Alternate Victim Contact:

Relationship to Victim/Victim's Representative:

☐

Family Member

☐

Friend

☐

Support Agency

☐

other

Contact Address

City

State

Zip

Phone (Day)

Phone (Evening)

Cell Phone

Email

Criminal Justice Agencies please refer to the reverse side of this form for processing instructions.

WHITE: Clerk of Court; YELLOW: State's Attorney; PINK: Detention/DOC; GREEN: Parole & Probation;
BLUE: Attorney General's Office; GOLDENROD: Victim/Victim's Rep.

INSTRUCTIONS FOR AGENCY PROCESSING CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM

- 1. State's Attorney's Office:** Within 10 days of the filing of a Bill of Information or Indictment the Crime Victim Notification Request and Demand for Rights Form (CVNRF) should be forwarded to the victim or victim's representative (See Criminal Procedure Article, § 11-104(c)). Upon receipt of a completed CVNRF the State's Attorney's Office should record receipt, retain the yellow copy and forward the white, pink, green and blue copies to the Clerk of Circuit and/or Juvenile Court. (See Criminal Procedure Article, §11-104(d) (2)). In cases where a defendant is being detained pending trial, a photocopy, preferably pink, of the CVNRF should immediately be sent to the detention facility where the defendant is incarcerated. In the event that a CVNRF is received after a defendant has been convicted and the court case has been closed, the white, pink, green and blue copies should still be forwarded to the Clerk's Office. The Clerk's Office should retain the white copy and, if applicable, immediately forward the pink copy to the commitment facility and the green copy to the Division of Parole and Probation.
- 2. In cases appealed to the Court of Special Appeals or Court of Appeals, a copy of the CVNRF should be forwarded to the Attorney General's Office (See Maryland Annotated Code, Criminal Procedure Article § 11-504(2)(c)(ii)).**
- 3. Clerk of Circuit Court:** Upon receipt from the State's Attorney Office, all copies should be recorded and placed in the court case file until the case has been heard and sentence imposed. If the defendant is committed to the Division of Correction, Patuxent Institution, the Department of Health and Mental Hygiene or a local detention facility, the pink copy should be included with the commitment order. In cases where a probation order is issued, the green copy should be attached to the probation order and forwarded to the designated intake officer prior to the commencement of the probationary sentence. (See Criminal Procedure Article, § 11-104(f) (1)). In the event that a CVNRF is received after a defendant has been convicted and the court case has been closed, the white (original) form should be recorded and retained in the court case file, and, if applicable, the pink copy should be forwarded to the commitment facility and the green copy to the designated intake officer or probation agent within the Division of Parole and Probation. (See Criminal Procedure Article, §11-104(f)).
- 4. In cases where an appeal is filed, the Clerk should send the blue copy to the Office of the Attorney General and a copy to the court to which the case has been appealed. (See Criminal Procedure Article, § 11-104(f) (2)).**
- 4. Clerk of Juvenile Court:** Upon receipt from the State's Attorney's Office all copies should be recorded and placed in the court case file until such time as the case has been adjudicated. If a respondent is committed, the Clerk is responsible for including the pink copy with the commitment order and and, if placed on probation, the green copy should be attached to the probation order, (See Criminal Procedure Article, §11-104(f)).
- 5. Local Detention Facilities:** On receipt of a CVNRF or other written request, the local detention facility should record receipt of the request for notification. Once received, the commitment unit is responsible for notifying a victim, a victim's representative, or a witness of an escape, recapture, transfer, release or death of the inmate. (See Criminal Procedure Article, §11-508). If the inmate is subsequently committed to the Division of Correction, Department of Health and Mental Hygiene, or Patuxent Institution, the CVNRF or other written request should be forwarded along with the commitment order.
- 6. Division of Correction:** Upon receipt of a CVNRF, the Division of Correction should record receipt, retain the pink copy and, if applicable, forward a photocopy to the Parole Commission. (By verbal agreement between Paul Davis, Former Chair, Maryland Parole Commission and Debra Neighoff, Victim Services Coordinator, Division of Correction, 1993).
- 7. Please note:** These guidelines only address the processing of the Crime Victim Notification Request and Demand for Rights Form and, in part, other written requests, and not your agency's responsibility for notification of court and/or custody status. For details regarding an individual agency's statutory duty to notify a crime victim, please refer to Maryland Annotated Code, Criminal Procedure Article, Title 11.
8. Following these procedures will help eliminate any confusion experienced by criminal justice professionals, reduce potential violations of crime victims' statutory rights, and enhance service delivery to victims throughout the State.



"Together...Reshaping Young Lives"

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Donald W. DeVore
Secretary

Date:
Youth Name:

Dear _____ :

I am required to conduct an intake inquiry in regard to the complaint(s) noted below. I must decide whether to authorize the filing of a petition and forward the complaint(s) to the Office of the State's Attorney for possible court action; or to handle the matter informally, without involving the court. This decision must be made within 25 days of the date the complaint was received.

Complaint ID: _____ Complaint Date: _____
Alleged Offense _____ Offense Date _____

Since you are identified as the victim in the complaint(s), I am interested in any additional information that you may have in regard to the offense(s) and other related circumstances. Please find enclosed a Victim Impact Statement form which may be completed and returned. If you would like to discuss this matter with me, I may be reached during regular business hours at (telephone #). Any additional information you may have should be made available to me before (date) so that I can consider it in the process of deciding how to handle this matter.

If I do not hear from you, I will use the information contained in the complaint(s), and any other information available in making my decision. Once I have decided how to handle the complaint(s), I will notify you of my decision and the reasons for it.

Additional Comments:

Sincerely,

Intake Officer

Note: Victims of alleged juvenile offenses have specific legal rights. For general information about victim rights and additional services, the identified victim in this matter may contact:

**Office of Victim Services
Department of Juvenile Services
120 W. Fayette Street
Baltimore, Maryland 21201
410 230 – 3400 or 1-888-639-7499 extension 3400**



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Secretary

Victim Impact Statement

Current Date:

Youth Name:

Youth ID:

Complaint ID:

Victim's Name:

Address:

Phone #:

I. Property Loss

A. Damage suffered:

- | | |
|---|----------|
| 1) Value of property lost or destroyed | \$ _____ |
| 2) Hospital, medical expense (s) | \$ _____ |
| 3) Miscellaneous expense (s) (list type & amount) | _____ |
| (a) : | \$ _____ |
| (b) : | \$ _____ |

Total Loss *	\$ _____
--------------	----------

B. Reimbursement Received:

- | | |
|-----------------------|----------|
| 1) Property Insurance | \$ _____ |
|-----------------------|----------|

Name of Company:

Claim Number:

Address:

- | | |
|-------------------------------------|----------|
| 2) Hospital / medical insurance | \$ _____ |
| 3) Other (list source and amount) | \$ _____ |
| (a) : | \$ _____ |
| (b) : | \$ _____ |

Total Reimbursement **	\$ _____
------------------------	----------

- | | |
|---|----------|
| C. Property Loss Not reimbursed (A* minus B **) | \$ _____ |
|---|----------|

II. Physical Injury (Type, Seriousness, and Permanence):

III. Psychological Impact:

IV. Additional Information:

- ✓ Information should be supported by a bill, canceled check, receipt, or written estimate. Information not received in this manner may not be considered for restitution.



VICTIM NOTIFICATION DATA SHEET

_____ Offender's Name	_____ Race	_____ Sex	_____ D.O.B.
_____ Case Manager	_____ Date	_____ Unit/Phone	

If the victim is a minor, list the parent, guardian or legal custodian instead of the minor.

Victim 1

_____ Case Number	_____ Last Name	_____ First Name	_____ Middle Initial
	_____ Street or P.O. Box		
	_____ City	_____ State	_____ Zip Code
	_____ Telephone number		

Victim 2

_____ Case Number	_____ Last Name	_____ First Name	_____ Middle Initial
	_____ Street or P.O. Box		
	_____ City	_____ State	_____ Zip Code
	_____ Telephone number		

Victim 3

_____ Case Number	_____ Last Name	_____ First Name	_____ Middle Initial
	_____ Street or P.O. Box		
	_____ City	_____ State	_____ Zip Code
	_____ Telephone number		



NOTIFICATION TO VICTIM OF RESPONDENT'S CHANGE IN STATUS

DATE: _____

TO:

Name: _____

Address: _____

City, State, Zip code: _____

RE:

Youth Name: _____

Case Number: _____

Dear Mr./Ms.: _____

Our records indicate that you requested to be notified of any changes in the status of the above referenced youth.

Please be advised that on _____, the above referenced youth(s).
(Date)

_____ was released from _____
(name of facility)

_____ is deceased

_____ was transferred to _____
(name of facility)

_____ absconded on _____ recaptured on _____
(date) (date)

If you have any questions or concerns, please feel free to contact me at () ____ - ____.

Sincerely,

c. file



NOTIFICATION TO VICTIM OF RECEIPT OF CVNF

DATE: _____

TO:

Name: _____

Address: _____

City, State, Zip Code: _____

RE:

Youth Name: _____

Petition Number: _____

Dear Mr. /Ms.: _____

This correspondence is to inform you that the Crime Victim Notification Request and Demand for Rights form that you completed has been received by the Department of Juvenile Services (DJS).

The above named youth was placed on _____. As required by law, you will also be notified if the youth: escapes, is recaptured, transferred to another commitment unit, is released from confinement or of the death of the youth.

If you or your representative changes any contact information such as address or phone number, please notify DJS in writing as soon as possible. Otherwise we will have no means to inform you of any change in status in the case. If in the future you elect to not receive notices regarding this case, you must also put this request in writing. Any information you submit should include your name, the youth's name and the petition number for identification purposes and may be sent to:
(address of case management specialist)

If you have any questions regarding your case, please feel free to contact me at () - _____ - _____.

Sincerely,

Case Management Specialist
c: file



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

SUBJECT: Victim Rights Policy
POLICY NUMBER: MGMT-04-07 (Management)
EFFECTIVE DATE: December 11, 2007

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)